



Job Announcement

Vice President of Administration and Operations/Chief Deputy Director

For over 100 years, the Natural History Museum of Los Angeles County has explored the history of life on earth. Last year, the Natural History family of Museums of Los Angeles County welcomed more than 1 million visitors at the Natural History Museum, Page Museum and Hart Museum. Our diverse audiences include people of all ages and ethnicities, and include families with children, young adults, seniors, and schoolchildren with teachers. The Natural History Museum of Los Angeles has amassed one of the world's most extensive and valuable collections of natural and cultural history — more than 35 million objects, some as old as 4.5 billion years. Its curatorial staff not only cares for those collections, but uses them for groundbreaking scientific and historic research. The Museum also curates new, immersive exhibitions that give visitors the opportunity to explore the “big picture” of our planet — specimens and objects, the stories behind them, and the increasing interrelatedness of the natural and cultural worlds.

Vision

The Natural History Museum of Los Angeles County inspires the widest possible audience to enjoy, value and become stewards of the living Earth.

Human beings are connected — to each other, to communities, to other species, and to the Earth. As humans increasingly influence natural systems, it is critical that we understand these relationships. This understanding, in the context of the history of the Earth and its inhabitants, guides the Museum's approach to investigation and interpretation. By integrating global research and extensive collections with engaging learning experiences that reveal all aspects of their work, the Museum provokes curiosity and deepens understanding of our natural and cultural worlds. This dynamic learning laboratory and forum for the exchange of ideas is a new model that sets the standard for museums of the future.

Mission

The mission of the Natural History Museum of Los Angeles County is to inspire wonder, discovery and responsibility for our natural and cultural worlds.

History

On November 6, 1913, Exposition Park and the new museum — called the Los Angeles County Museum of History, Science, and Art at the time — opened formally to the public.

The history, science and art collection of the Museum gradually outgrew the capacity of the 1913 Building, and the original structure was expanded. In 1963, the Art Department relocated to its own museum in Hancock Park (the Los Angeles County Museum of Art). At that time, the Exposition Park facility became the Natural History Museum of Los Angeles County (NHM). NHM was joined by other major cultural facilities in the park: the Memorial Coliseum, Sports Arena, Swimming Stadium, California Science Center, California African American Museum, and the largest municipal-owned rose garden in the nation.

Position Summary

The Vice President of Administration and Operations/Chief Deputy Director (CDD) will be reporting to Dr. Jane Pisano, President and Director of the Museum and will be responsible for planning, strategic oversight and direction of the Museum's administrative and operational functions. This person is responsible for Museum business in the absence of the President. He/she will oversee the Museum's Operations, Information Technology, and oversight of Special Projects in conjunction with the Executive Team.

As a member of the Executive Staff, the CDD serves in a key leadership role in collaboration with the President and members of the Executive Staff.

Responsibilities

CDD is the top operations executive in the institution. The position will provide forward thinking leadership which will drive operational efficiency and foster innovation to ensure a sustainable infrastructure that allows the Museum to be positioned for growth. He/She is responsible for providing the necessary leadership to ensure sound operational status that is aligned with the Museum's institutional needs, its mission, vision, values and strategic plan while ensuring a high level of integrity.

This person will serve as a principal advisor to the President, the Board of Trustees, and the executive staff in all matters of operations, and relationships with the County.

Specifically, this person will be responsible for:

- All matters relating to the administrative and operational management of the Museum, including but not limited to the above mentioned departments, incl. shops and café (division).
- Serves as the primary liaison to the County of Los Angeles.
- Represents the Museum in the nonprofit, foundation and broader community as needed or requested. Assists in the development of strategic alliances, which reinforce and enable the Museum's long-range strategic vision and goals to be accomplished.
- Ensures the Museum has a robust and sustainable technology infrastructure to support the expansion of digital content delivery and a productive platform for operational systems.
- Provides direction and support to help maintain and expand the Museum's facility capabilities and sustainable efficiencies.
- Manages the Administration division's budgets and the successful delivery of their goals. Works with the Finance Division on the preparation of divisional budgets to ensure staff members have the resources and materials to complete their goals. Reviews financial statements to ensure the division is achieving any revenue goals and spending within budget. Has responsibility for Museum's assets and resources.
- Ensures that the Administration division is operating consistent with the Museum's policies and procedures. Makes recommendations for organizational and divisional policy.
- As directed by the President, provides staff assistance to the ongoing work of the Board of Trustees and its committees, including the Board of Governors.
- Ensures processes are in place to retain top talent, drive innovation and inspire a customer-service oriented culture. Provides leadership that inspires and motivates a work environment which fosters institutional learning, growth, and success while ensuring a high level of employee satisfaction and morale.
- Ensures coordination or work among departments and timely resolution of important issues. Provides counsel and input as requested by the President.
- Approves all division contracts and vendor agreements contingent on review by in-house legal counsel. As needed, works with Legal Department on contract language. Has overall responsibility for the performance of contractors operating within the division.
- Embodies the organization's values and fosters their implementation on an organizational and divisional basis. Acts in an ethical manner.

Qualifications & Experience

- A minimum of 15 years of progressive management experience, with a minimum of five years at the executive level, preferably in a similarly complex and large organization, and demonstrated leadership skills in financial, capital and budget planning, operations, strategic planning, process improvement, and change management.
- Proven success as an ethical and strategic leader, skilled in forging productive alliances with proven success in a diverse organizational culture.

- Distinguished record of excellence and experience in leading and managing teams to produce results consistent with organizational mission and vision for the future.
- Demonstrated expertise in managing organizational and system investments.
- Brings a business process redesign and reengineering orientation.
- Ability to inspire and to project a strong, positive image of the Natural History Museum through interaction with internal and external constituencies.
- Demonstrated capacity for creativity in executing and implementing strategic and tactical plans. Led innovative thinking from an operations standpoint.
- Outstanding oral and written communication and presentation skills applicable across diverse audiences.
- The ability to envision and guide the use of technology in the fulfillment of the organization's mission.
- Has a collaborative and flexible management style including the ability to develop professional working relationships at all levels of a complex organization.
- Has experience creating and managing program and/or department budgets and reviewing related financial reports.
- Experience in dealing with governmental entities would be valuable.

Personal Characteristics

- **Leadership Skills:** Possesses and utilizes a collaborative style to lead. Develops innovative approaches to meet challenging financial issues and generate broad support to enact solutions. Comfortable in ambiguous situations and culturally diverse environments. Capable of providing stability and inspiring confidence when faced with volatile and quickly-changing circumstances.
- **Communication, Presentation and Influence Skills:** Ability to address and persuade varied external and internal audiences to build consensus.
- **Business and Political Acumen:** Ability to lead a complex organization and engage others to achieve beneficial outcomes for all parties.
- **Intelligence:** Rational and inquisitive by nature; an intelligent, strategic thinker.
- **Collaborative Style:** Ability to collaborate, energize and encourage others to work together, building strong peer relationships, gaining trust and confidence from all levels within the organization as well as from external constituents.
- **Personal Presence and Gravitas:** Demonstrates professional maturity through ability to earn the respect of the President/Director, Board of Trustees, management, employees, external business partners and the community.
- **Personal Credibility:** Highest degree of ethics and integrity.

The Natural History Museum of Los Angeles County is an Equal Opportunity Employer.

For additional information, contact:

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